

**CM/ECF QUICK REFERENCE FILING  
GUIDE FOR CREDITOR/LIMITED  
FILER ACTIVITIES**

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# U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK



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## Filing\_Documents

### File Claim

**NOTE:** Claims being filed in Chapter 13 cases which were commenced before 6/13/03 cannot be filed electronically and must be filed in paper.

[Bankruptcy > File Claims](#)

#### Procedures, Notes and Tips

- On **Search for Creditor** screen, click *Next* to get entire list of creditors.
- If creditor appears on list with creditor name & address an exact match, select creditor and click ***Next***; if creditor does not appear on list or creditor name & address are not an exact match, click the ***Add Creditor*** link which allows you to add the creditor. After adding the creditor - exactly as entered on the claim form, click the ***File A Proof of Claim*** link. (Refer to Add Creditor to Creditor Matrix instructions in this Guide.)
- On the Proof of Claim Information Screen, enter the following:
  - Amends Claim # (if applicable)
  - Duplicates Claim # (if applicable)
  - Filed By: (select attorney or creditor)
  - Late (select Yes or No)
  - Amount Claimed (Do not use "\$" or commas)
  - Description (if necessary)
  - Remarks (if necessary)
- Attach PDF (Form B10, Proof of Claim is the main document; Proof of claim Documentation are attachments to the main document)

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### Creditor's Request for Notice

[Bankruptcy> Claim Actions>Creditor Request for Notices](#)

#### Procedures, Notes and Tips

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- When prompted to select any additional attorneys, click **Next**. Do not select any additional attorneys.
- Select the party from the list. It should be you. If the party is not listed, click the **Add/Create New Party** button and add party information. (Refer to Add Party to Case instructions in this guide.) Choose Role Type of creditor.
- Attach PDF

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## Withdrawal of Claim

[Bankruptcy>Claim Actions> Withdrawal of Claim](#)

### Procedures/Notes/Tips:

- When prompted to select any additional attorneys, click **Next**. Do not select any additional attorneys.
- Select the party from the list. It should be you. If the party is not listed, click the **Add/Create New Party** button and add party information. (Refer to **Add Party to Case** instructions in this guide.) Choose Role Type of creditor.
- Attach PDF
- Enter Creditor name when prompted.

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## Letter Satisfying Claim

[Bankruptcy>Claim Actions>Letter Satisfying Claim](#)

### Procedures, Notes and Tips



- When prompted to select any additional attorneys, click **Next**. Do not select any additional attorneys.
- Select the party from the list. It should be you. If the party is not listed, click the **Add/Create New Party** button and add party information. (Refer to **Add Party to Case** instructions in this guide.) Choose Role Type of creditor.
- Attach PDF
- Enter Creditor name when prompted.

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## Transfer of Claim

[Bankruptcy>Claim Actions> Transfer of Claim](#)

### Procedures, Notes and Tips

- When prompted to select any additional attorneys, click **Next**. Do not select any additional attorneys.
- Select the party from the list. If the party is not listed, click the **Add/Create New Party** button and add party information. (Refer to **Add Party to Case** instructions in this guide.)
- Attach PDF

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## Objection to Transfer of Claim

[Bankruptcy>Claim Actions> Objection to Transfer of Claim](#)

### Procedures, Notes and Tips

- When prompted to select any additional attorneys, click **Next**. Do not select any additional attorneys.

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- Select the party from the list. It should be you. If the party is not listed, click the **Add/Create New Party** button and add party information. (Refer to **Add Party to Case** instructions in this guide.) Choose Role Type of creditor.
- Attach PDF
- Refer to applicable Transfer/Assignment of Claim Event
- Enter Creditor/Transferee name when prompted.

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## Add Creditor to Creditor Mailing Matrix

[Bankruptcy>Creditor Maintenance>Enter individual creditors](#)

### Procedures, Notes and Tips

- On the Add Creditor(s) screen, enter the creditor's name and address in appropriate fields.
- Select type of creditor: Creditor or Administrative.
- Select "yes" if on Creditors Committee
- When completed, click on **Last Entry**.
- Click **Next**.
- Click **Submit**.
- Click on File a Proof of Claim hyperlink to select the creditor just added and to file the proof of claim PDF.
- ~**Note**: Additional creditors; Click on **Continue to enter** and repeat steps.

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## Reaffirmation Agreement

[Bankruptcy>Claim Actions>Reaffirmation Agreement](#)

### Procedures, Notes and Tips

- When prompted to select any additional attorneys, click **Next**. Do not select any additional attorneys.
- Select the party from the list. It should be you. If the party is not listed, click the **Add/Create New Party** button and add party information (refer to **Add Party to Case** instructions in this guide). Choose Role Type of creditor.
- Attach PDF
- Enter name of creditor in text box.

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## Notice of Appearance and Request for Notice

[Bankruptcy>Claim Actions>Notice of Appearance and Request for Notice](#)

### Procedures, Notes and Tips

- When prompted to select any additional attorneys, click **Next**. Do not select any additional attorneys.
- Select the party from the list. It should be you. If the party is not listed, click the **Add/Create New Party** button and add party information (refer to **Add Party to Case** instructions in this guide). Choose Role Type of **Notice of Appearance Creditor**.
- Attach PDF
- Enter name of creditor in text box.

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## Corrective Entry

[Bankruptcy>Claim Actions>Corrective Entry](#)

### Procedures, Notes and Tips

- When prompted to select any additional attorneys, click **Next**. Do not select any additional attorneys.

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- Select the party from the list. It should be you. If the party is not listed, click the **Add/Create New Party** button and add party information (refer to **Add Party to Case** instructions in this guide). Choose Role Type of creditor.
- Refer to document filed in error (Category will be "Claims")
- Enter a brief explanation of error in text box.
- Re-file the pleading

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## Utilities-Reports

### Change Password

[Utilities>Maintain Your ECF Account](#)

#### Procedures, Notes and Tips

- Scroll down to bottom of screen and click on ***More user information.***
- Change password where indicated.
- Click on ***Return to Account Screen***
- Scroll down to bottom of screen and click ***Submit*** to record changes.

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### Change Email Information

[Utilities>Maintain Your ECF Account](#)

#### Procedures, Notes and Tips

- Scroll down to bottom of screen and Click on ***Email information.***
- Change your Email settings where appropriate.
- Click on ***Return to Account Screen***
- Scroll down to bottom of screen and click ***Submit*** to record changes.

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### View your Transaction Log

[Utilities>View Your Transaction Log](#)

#### Procedures, Notes and Tips

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- Enter start date and end date.

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## Claims Register

[Reports>Claims Register](#)

### Procedures, Notes and Tips

- Log into system using your **PACER** Login and Password.
- Enter case number.
- Click ***Run Report***.

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### Select additional Attorney (s)

#### Instructions, Hints for Attorneys and Creditor Representatives:

When prompted to select any additional attorneys, click **Next**. Do not select any additional attorneys.

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### Select the Party

#### Instructions, Hints for Attorneys and Creditor Representatives:

Select the party from the pick list. If the party is not listed, select **Add/Create New Party** and add party information. Refer to **Add Party to Case** instructions in this guide for instructions on how to add a party to a case.

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### Add Party to Case

#### Instructions, Hints for Attorneys and Creditor Representatives:

- Search for the party.
  - Begin by searching to see whether the party is already in the database.
  - To search, enter the party's Social Security number or Tax ID, or all or part of the last or business name, and click the **Search** button.

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- Select a party already in the database or add a new one.
  - If the party is already in the database and is an exact match, highlight the name on the party list, and click the **Select name from list** button. If party does not appear on the list or is not an exact match, you must add a new party.
  - To add a new party to the database, click the **Create new party** button. In either instance, the **Party Information** screen will be displayed.
- Enter the information about the party.
  - For a new party, fill in the name, address, party role, and pro se fields, and enter party text if needed.
- Click **Submit** only after all parties and aliases have been added.
  - If the case being opened is a joint petition, the search screen will be displayed for the joint debtor, with a check box to copy the first debtor's address information. Role type = joint debtor.
  - If the case being opened is an adversary proceeding, or if a party is being added after the case has been opened, the search screen will be displayed for the next party. When the last party has been added, click the **End party selection** button.

***Refer to our Style Guide for name, address and abbreviation standards.***

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## Select the PDF document

### Instructions, Hints for Attorneys and Creditor Representatives:

- Type in the file name of the PDF document containing the pleading you are filing; or click on the **Browse** button to search your network and select from those files. Attach only documents with the file type (\*.pdf).
- If your filing does not have attachments, click **next** to continue.
- If your filing has attachments (e.g., financing papers, exhibits, etc.), click Yes for "Attachments to Document."
- Click Next to view the attachments screen.



- Enter the PDF document that contains the attachment.
- Type in the file name of the PDF document containing the attachment you are filing; or click on the Browse button to search your network and select from those files. Attach only documents with the file type (\*.pdf).
- Label the attachment as follows:
  - Select a document type by pressing the down arrow to the right of the **Type** box, select from the pick list by highlighting your selection.
  - Type a short description of your attachment in the description box.
- Add the file name to the list box
- Click **Add to List** button to add the attachment you have entered to this list. If you made a mistake, highlight the erroneous attachment and click the **Remove from List** button. If you have more attachments, repeat the steps above for each attachment until all your attachments appear on this list.

**Refer to Creating a PDF using Adobe Acrobat®**

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## Does this refer to an existing document?

### Instructions, Hints for Attorneys and Creditor Representatives:

Check the box if this event relates to an earlier event entered in this case.

Two more screens will display after you click next:

- Please select the category.....: A list of event categories is displayed. Select all (by clicking and dragging) to get the entire docket if you don't know the category or select one or more categories from the list by highlighting and clicking **Next**. A list of all the docket entries in the selected categories is displayed.
- Include: Check the box for each docket entry that should relate to the current filing. Click **Next**.

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## **Notice of Electronic Filing**

### **Instructions, Hints for Attorneys and Creditor Representatives:**

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the Court's database.

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## **Voluminous Attachments**

### **Instructions, Hints for Attorneys and Creditor Representatives:**

Any document filed as an exhibit to a proof of claim shall be excerpted so as to include only the portion minimally necessary to support the claim. Creditors filing excerpts of exhibits pursuant to this procedure do so without prejudice to their right to file additional exhibits or unedited exhibits.

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## **Obtaining a PACER account**

### **Instructions, Hints for Attorneys and Creditor Representatives:**

A PACER login and password is required to access query and reports option in CM/ECF. PACER accounts can be obtained at <http://pacer.psc.uscourts.gov> or by calling 1-800-676-6856

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## Electronic Bankruptcy Notices (EBN)

### Instructions, Hints for Attorneys and Creditor Representatives:

Register for electronic service of certain bankruptcy notices sent through the Bankruptcy Noticing Center at: <http://www.EBNuscourts.com>

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## Privacy Related Issues

Privacy Changes Effective 12/1/03 [NTA #03-06 dated 9/15/03]

Guidance on Privacy Rules Changes [NTA #03-07 dated 10/22/03]

Notice of Electronic Availability of Case File Information [NTA #03-08 dated 11/14/03]

Notice of Amendments to Bankruptcy Rules and Official Forms - Effective 12/1/03 [NTA #03-09 dated 11/17/03]

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